



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of December 8, 2014

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Assessor II – Exam #21620 / Hourly Salary \$27.63 up to \$36.00

ALL applicants MUST submit a completed: **City of Minneapolis Online Application**. Applicants can apply online at <http://www.ci.minneapolis.mn.us/jobs/index.htm>. **Resume:** Must be submitted prior to the job closing date. A copy of your **license** (at least one of the following): 1) Assessor License, 2) Appraiser License, 3) Real Estate License. **POSITION INFORMATION:** The City of Minneapolis Assessor Office is hiring a candidate to perform technical and specialized field and office work in the assessment of apartments, commercial, industrial, residential and personal property. **MINIMUM QUALIFICATIONS: Education:** Bachelor's Degree in Real Estate, Architecture, Engineering, Business Administration or equivalent. **Experience:** Three years of relevant appraisal experience that includes customer service experience. **Licenses and Certifications:** Certified Minnesota Assessor (CMA) with Income Qualified Accreditation **OR** Licensed Certified General Appraiser with the requirement that candidate must achieve the CMA - Income Qualified accreditation from the State Board of Assessors within 24 months of hire. Valid Driver's License. **Applications accepted through Friday, December 12th, 2014.**

Contract Compliance Officer I – 21627/Salary \$24.035 - \$33.503 hourly

Conduct and lead others in conducting desk review and onsite investigation of contractors' compliance with Chapter 139.50 of the Ordinances and applicable equal employment opportunity regulations within the geographic area of the City of Minneapolis. Incumbent must be able to travel to various construction job sites. **Qualifications:** **Experience** Two (2) years of experience performing directly related duties in the Civil Rights field. **Education** Bachelor's Degree with course work in equal opportunity and affirmative action history, legislation, statistics, human resources and/or business administration or equivalent. **Applications accepted through December 10, 2014**

ENGINEERING TECHNICIAN III - #21575/ Salary: \$22.24 to \$31.38 per hour

This position requires the ability to perform paraprofessional civil engineering work; perform specialized high level technical support with design, and construction Inspection activities; and act a liaison with other parties for the Professional Engineer in the field.

Qualifications: **Education:** Eighteen (18) months of post High School or G.E.D. From a vocational/technical college and/or university in Civil Engineering Technology, Civil Engineering, or closely related field (i.e.: engineering, applied sciences, mathematics, physics, chemistry, geography, etc.). **Experience:** Three (3) years of related experience performing Civil Engineering and/or related technical work similar to the duties listed in the job duties above. **EQUIVALENCY:** **Education:** Five and a half (5 ½) years of directly related work experience in civil engineering with a government agency and/or civil engineering consulting firm may be substituted for Eighteen (18) months of post High School or G.E.D. **Experience:** Fifty semester credits/units (50) may be substituted for eighteen months of experience where (25) semester credits/units must be in Civil Engineering from a University program. A combination of education, training and/or work experience demonstrating the applicant's knowledge, skills, and abilities that meet the minimum qualifications may be considered. **LICENSES/CERTIFICATIONS:** Must possess and continue to maintain a valid Driver's License. Bridge Construction Inspection certification from MNDOT is highly desirable at the time of hire. However, the certification from MNDOT must be successfully obtained within 12 months of hire. *** Drivers License information will only be checked for those persons who may be invited to the job interview process***. **Transcripts must** be submitted with your application materials. **Applications accepted, through: Monday, December 1, 2014 through Friday, December 12th, 2014**

The City of Minneapolis is an Equal Opportunity Employer

HR Associate Consultant - Supervisory – 21629/Salary \$23.37 up to \$30.07 hourly

Provide office management and administrative support to the Chief Human Resource Officer and Civil Service Commission. This role is critical in contributing to the accomplishment of Human Resources goals, practices and objectives designed to meet the needs of a world class city workforce. There is one non-exempt vacancy. **Qualifications:** Education: Associate's Degree in Business Administration. Bachelor's Degree in Human Resources, Business Administration or relevant field is highly desirable. Work Experience: Two years of experience in an administrative capacity performing similar duties. Two years of supervisory experience and experience working in a human resources environment are both highly desirable. **Applications accepted through December 12, 2014.**

Office Support Specialist II- Exam #21628/Hourly Salary \$17.021 - \$23.732

There is currently one vacancy in the Public Works department and will be working to provide assistance to Public Works Solid Waste & Recycling division. The incumbent will provide clerical and administrative support in accordance with standard procedures and general understanding of the departments' functions to assist professional staff in meeting the goals of the department/division. **Qualifications:** Two years of experience as an Office Support Specialist I or equivalent administrative/clerical experience. High School Diploma or equivalent. An equivalent combination of related education/experience may be considered. Background/Drug & Alcohol check. Applicants can apply online at www.minneapolismn.gov/jobs. **Applications accepted December 1, 2014 through December 12, 2014**

Property Services Project Coordinator – Exam #21626 / Annual Salary \$57,600 up to \$74,085

All applicants MUST submit a completed: City of Minneapolis application, please apply online at <http://www.ci.minneapolis.mn.us/jobs/index.htm>. Resume and supplemental questionnaire must be submitted prior to the job closing date and can be emailed to Joel.Lampe@minneapolismn.gov. **POSITION INFORMATION:** There is currently one (1) exempt, full-time vacancy to be filled in the Property Services Division of the Finance Department. Under general direction of the Senior Facilities Planner, oversees and serves as a liaison between City Departments and the Finance Department regarding remodeling projects. **MINIMUM REQUIREMENTS:** **Education:** Bachelor's Degree in Interior Design, Facilities Management or a highly related field **Experience:** Three (3) years of experience in the planning, supervision and administration of facilities related projects. **Equivalency:** An equivalent combination of training and experience may be considered. **License:** Must possess and maintain a valid Driver's License. **Applications accepted through Wednesday, December 10th, 2014.**

CITY EMPLOYEES ONLY

Grounds Worker, Convention Center – Exam #21625 / \$15.68 hourly first 4 months; \$16.49 up to \$20.95 hourly thereafter

This opening is restricted to current City of Minneapolis Convention Center employees. **POSITION INFORMATION:** There is currently one (1) non-exempt, full-time vacancy to be filled in Facilities Operations of the Minneapolis Convention Center. Note that every incumbent must be able to / prepared to perform all aspects of this position. The incumbent will work the 9:30 am - 6:00 pm shift, Friday through Tuesday. This position has Wednesdays and Thursdays off. They will have a set schedule. Some incumbents' schedules will include weekends. Working holidays and overtime will be required. This position is subject to a probationary period. **Primary Responsibilities:** Perform grounds maintenance, sidewalk cleaning, snow removal, and gardening duties for the Minneapolis Convention Center (MCC). **REQUIREMENTS:** **Experience:** One (1) year of related grounds maintenance experience or an equivalency in training. **Education:** Some education/training in fertilizing, seeding, lawn and plant care; High School Diploma or equivalent. Within one year of hire, incumbent must complete formal education classes in Tree & Shrub Care, Plant Care, and Lawn Care. Continued employment is contingent upon this. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Wednesday, December 10th, 2014.**

Program Assistant – #21623/Salary \$18.74 - \$29.66 hourly

Under general supervision perform a variety of technical, clerical and administrative tasks for the Problem Properties Unit of Regulatory Services, relieving executives and/or professional staff of routine work not needing their personal attention, or in support of a specific division or program ensuring efficient operation. There is currently one (1) non-exempt, full-time vacancy to be filled. **Qualifications:** **Education:** Post High School education or equivalent. **Experience:** Three (3) years of related experience. **Equivalency:** An equivalent combination of education and experience may be considered. **Applications accepted November 26, 2014 through December 10, 2014.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

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